DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 1430.3C
N01E
29 JUN 01

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 1430.3C

From: Commander, Naval Training Center, Great Lakes

Subj: PETTY OFFICER INDOCTRINATION COURSE (POIC)

Ref: (a) BUPERSINST 1430.16
       (b) NAVEDTRA 38200-A
       (c) NAVEDTRA 38201-A

1. <u>Purpose</u>. To issue procedures for a unified Petty Officer Indoctrination Course (POIC) for Naval Training Center (NTC) Complex². Service School Command is designated as the executive agent for the POIC.

2. <u>Scope</u>. This instruction applies to all military personnel assigned to a command in the NTC Complex² area.

3. <u>Cancellation</u>. NTCGLAKESINST 1430.3B. This instruction has been substantially revised and should be reviewed in its entirety.

4. <u>Background</u>. Reference (a) requires that all new Petty Officers receive, at a minimum, the training provided in the POIC as outlined in references (b) and (c) before advancement or frocking to Petty Officer Third Class (PO3). As Service School Command provides weekly POIC, it is more efficient to expand their program to all NTC Complex² commands.

5. <u>Action</u>.

   a. Commanding Officers/Officers in Charge shall:

       (1) Designate the Command Master Chief (CMC) or Senior Enlisted Advisor (SEA) as the Command Program Manager.

       (2) Ensure all PO3 selectees have completed subject course prior to advancement/frocking.

   b. Service School Command, Electronics Strand Division Leading Chief Petty Officer (LCPO) shall:

(1) Serve as coordinator and course manager for NTC Complex² POIC area-wide classes.

(2) Schedule and utilize instructors from within Service School Command as POIC instructors. Ensure that adequate coverage is provided for all scheduled weekly classes.

(3) Distribute a semi-annual schedule of available course dates to the NTC Complex² CMC's.

(4) Coordinate with the NTC Complex² CMC's for the enrollment of their selectees.

(5) Maintain a stock of references (b) and (c).

(6) Provide all students a copy of reference (b) at least one working day prior to each course. Provide all instructors a copy of reference (c).

(7) Ensure page 13 record entries are completed for all participants successfully completing POIC.

D. R. O'BRIEN
Chief of Staff, Operations

DISTRIBUTION:
NTCGLAKESINST 5316.5M
Lists I, II, III-A